

Central Intelligence Agency



Washington, D. C. 20505

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DDA/OIT

Dear

Thank you for your four years of service on the Secretarial/Clerical Management Advisory Group. Your willingness to take on responsibilities such as serving as Chairman and your contributions to a variety of MAG projects ranging from Secretary's Week programs to the Secretary of the Year Awards have been particularly appreciated. Your knowledge of the Agency and interest in issues affecting secretaries and clericals has been a major factor in the MAG's success.

Now that your tour has been completed, the Director and I hope you will remember this as having been an opportunity to learn as well as to contribute. I encourage you to support the new MAG members in their endeavors and to continue your interest in making the Agency a better place for all employees.

Sincerely,

John N. McMahon
Deputy Director of Central Intelligence

cc: DDA
O/Personnel

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